

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/20/15

CLOSING DATE: 10/29/15 (4:30 PM)

SCDC INTERNAL TITLE: CPL II

SCDC POSITION #: 011593

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: B2 WORK TIME: 0600 PM - 0600 AM

LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES

LEVEL: B SALARY RANGE \$ 027191 - \$ 043047 SCEIS POSITION #: 61019145

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL SECURITY

OR POLICE WORK. INCUMBENT MUST SUCCESSFULLY COMPLETE

BASIC CERTIFICATION TRAINING AT THE S.C. DEPT. OF CORRECTIONS

TRAINING ACADEMY WITHIN SIX MONTHS OF BEING IN THE POSITION.

DESCRIPTION OF DUTIES:

UNDER DIRECT SUPERVISION OF THE SHIFT SERGEANT, PROVIDES DIRECTION

AND INSTRUCTION TO INMATES AND OFFICERS IN A PROGRAM OF DISCIPLINE,

SAFETY, SANITATION, AND REHABILITATION OF INMATES IN A MEDIUM/MAXIMUM

SECURITY FACILITY. ASSISTS THE SHIFT SERGEANT IN EVALUATING OFFICER

DUTY PERFORMANCE. PROVIDES DIRECT SUPERVISION TO SUBORDINATE

OFFICERS. REVIEWS INCIDENT REPORTS WRITTEN BY OFFICERS AND TAKES

APPROPRIATE ACTION. INSTRUCTS AND COUNSELS OFFICERS CONCERNING DUTY

PERFORMANCE REQUIREMENTS. INVESTIGATES INMATE COMPLAINTS AND TAKES

APPROPRIATE ACTION. INSTRUCTS AND COUNSELS INMATES AS REQUIRED.

RELIEVES SERGEANT II AS REQUIRED. MONITORS INMATE MOVEMENT WITHIN THE

INSTITUTION. PERFORMS ESSENTIAL AND MARGINAL FUNCTIONS OF THE OFFICER

II POSITION AS REQUIRED.

COMMENTS:

*****THIS POSITION IS IN THE MAXIMUM SECURITY UNIT*****